

NETWORK-CENTRIC SOLUTIONS

ORDERING GUIDE



Customer Support and Portal Help:

Sharon Nettles

Nicole Looney

netcents@gunter.af.mil or 334-416-5070, Option 1

Contracting:

Andre Prude, 334-416-3192, Andre.prude@gunter.af.mil or

Technical:

Terry Bergeron, 334-416-3963, Terry.Bergeron@gunter.af.mil

Program Manager:

Mr. Brian Merrick, 334-416-3979, Brian.Merrick@gunter.af.mil

HQ 754th ELSG/ES
490 East Moore Dr. Bldg 892,
Maxwell-Gunter Annex, AL 36114
<https://www.afway.af.mil>

NETCENTS Phone: (334) 416-5070, Option 1
DSN 596-5070, Option 1

Fax: (334) 416-3940
E-mail: netcents@gunter.af.mil

AFWay Phone: (334)416-5771, Opt 1,5,5
DSN 596-5771, Opt 1,5,5

Table of Contents

ORDERING GUIDE	i
MANDATORY USE	3
EFFECTIVE DATES (PERIOD OF PERFORMANCE)	3
ELIGIBILITY	3
PURPOSE	3
FEE	4
SOCIO-ECONOMIC OBLIGATION GOALS UNDER NETCENTS	4
DECENTRALIZED ORDERING	4
ALTERNATE PRODUCT SOLUTION	6
SELECTION OF CONTRACTORS FOR ORDER AWARDS (DEC 2003)	6
Attachment 1: HQ 754th ELSG Product/Services Task Order Process (External Customer)	9
ORDERING PROCESS	9
E-Commerce (AFWay)	9
PROPOSALS	9
Attachment 2: HQ 754 th ELSG Product/Services Task Order Process (Internal Customer)	12
PHASE I - REQUIRED DOCUMENTATION TO START TASK ORDER PROCESS	12
PHASE II - REQUIRED DOCUMENTATION TO COMPLETE TASK ORDER PROCESS	13
Attachment 3: NETCENTS PORTAL TASK/Product ORDER PROCESS	15
NETCENTS Portal Transition to AFWay Legacy Announcement	15
Login to AFWay	15
Verify Account Information	16
Permission To Purchase	18
Submit Request For Quote Process	18
RFQ Approval Process	21
Order Process	22

GENERAL

Indefinite Delivery-Indefinite Quantity (IDIQ) contracts were issued to the following Contractors with the appropriate contract numbers on 10 Sept 2004:

CONTRACTOR	CONTRACT NO.
The CENTECH Group*	FA8771-04-D-0002
Harris	FA8771-04-D-0003
Northrop Grumman	FA8771-04-D-0004
NCI	FA8771-04-D-0005
Booz Allen Hamilton	FA8771-04-D-0006
General Dynamics	FA8771-04-D-0007
Lockheed Martin	FA8771-04-D-0008
Telos Corporation*	FA8771-04-D-0009

*denotes Small Business

The purpose of these contracts is to provide Network-Centric Information technology, Networking, Telephony and Security, Voice, Video and Data Communications Commercial-off-the-Shelf (COTS) products, system solutions, engineering services systems hardware and software, warranty, systems management, operations and maintenance support, configuration management, training, centralized logistics and inventory management support, depot level support, spares and/or supplies to satisfy the requirements for interoperability, compatibility and resource sharing of both Government furnished Equipment and Contractor Furnished Equipment, supporting the Global Information Grid (GIG) architecture. The Network-Centric Solutions (NETCENTS) contract, is designed as a flexible end-user solution to embrace diverse current and future network-centric information technology requirements, ensure interoperability through standards-based technology (using both GFE and CFE) and implement the constant evolution of state-of-the-art technology and systems solutions. It is not the intent of the NETCENTS contract to compete with other agency and Air Force non-Network-Centric

commodity contracts, BPAs and other agreements for non-net-centric oriented products (standalone hardware/software) and services, unless they are required as a part of a total network, system, engineering service or system solution.

MANDATORY USE

This contract vehicle is **mandatory** for all Network and Network-Centric support obtained by the Air Force. Use of any other contract vehicle by Air Force personnel will require prior written approval by the MAJCOM or Agency CIO. For 754TH ELSG customers, any request for such approval must be coordinated through 754th ELSG/ES and 754th ELSG/JA

EFFECTIVE DATES (PERIOD OF PERFORMANCE)

Orders may be placed against the NETCENTS contracts through 9 Sep 2012. However, as NETCENTS II contracts begin to be awarded, “New” requirements falling within scope of those contracts will be directed accordingly; else, current NETCENTS contract can continue to be utilized. In other words, “New” work directed to NETCENTS II has to be re-competed as vendors will be different. No current NETCENTS work can be transferred to NETCENTS II. Meanwhile, active orders issued against the current NETCENTS contract will be allowed to continue exercising their respective task order options, so long as the task order option(s) are exercised during an active basic NETCENTS contract ordering period. Performance under any task or delivery order issued against the current NETCENTS contract must be completed by 9 Sep 2014. It is recommended users stay abreast of NETCENTS II schedule and plan for a transitional period in their existing and or new task orders issued under current NETCENTS contract.

ELIGIBILITY

All DoD agencies, including Army and Navy, and all Federal agencies/departments.

FUNDING

All types of funds may be used.

PURPOSE

This guide provides guidelines and procedures for ordering and administration at decentralized locations. The contract terms are identified and explained to ease the purchasing process. Attachment 1 contains instructions applicable to non-754TH ELSG customers placing orders through the 754th ELSG contracting office. Attachment 2 contains ordering instructions specific to internal 754th ELSG customers. Attachment 3 contains the NETCENTS order process using AFWay.

FEE

Starting Jan 1, 2011, no Usage Fee is collected for using the NETCENTS contracts.

SOCIO-ECONOMIC OBLIGATION GOALS UNDER NETCENTS

754TH ELSG internal customers: See Attachment 2.

Non-754th ELSG customers: Considering the overall success of Small Business and in the best interest of maximizing a greater amount of competition, P00031 modification of the NETCENTS contract updated Clause H107 IAW FAR 19.5 to clarify small business set-aside for the NETCENTS IDIQ. The procedures for selecting Contractors for order awards under this contract are governed by FAR 16.505, subject to the requirements of FAR Subpart 19.5. Ordering activities may reserve the right to solicit individual delivery orders on a small business set aside. If 754th ELSG places the order and awards to a small business, 754th ELSG will receive small business credit for that award. If a decentralized order is awarded to one of the NETCENTS Small Business primes, the organization issuing the order will receive credit for the award. See Selection of Contractors for Order Awards paragraph below for further guidance.

DECENTRALIZED ORDERING

Decentralized Ordering is authorized for NETCENTS Task/Delivery Orders in accordance with Air Force FAR Supplement (AFFARS) **5316.505-90**. Maintenance and Closeout of decentralized orders stays with the decentralized office unless assigned otherwise:

HQ 754th ELSG/ES will administer the NETCENTS contract centrally, but authorizes its individual users to prepare and place orders directly with the contractor for local Contracting Officers execution. This allows local Contracting Officers to use their local processes for order execution. HQ 754th ELSG/ES also maintains control over modifications that increase contract ceiling.

HQ 754th ELSG/ES is a mandatory recipient, through electronic mail distribution, copies of all orders and associated modifications. Once orders are awarded, please send awarded order to the NETCENTS prime contractor winning the award, and a notification to include RFQ/RFP solicitation number to all unsuccessful offerors so they can close their records. Please e-mail a copy of awarded orders to netcents@gunter.af.mil.

Effective 1 May 2010, the NETCENTS Portal solicitation capability will transition to the current AFWay Legacy system (<https://www.afway.af.mil>). Limited capability for NETCENTS Portal will remain through 30 Jun 2010 in order to allow users to complete active solicitations. However, all "New" NETCENTS solicitations, on or after the aforementioned effective date, must use AFWay to conduct solicitations for NETCENTS products and solution services. AFWay will afford users/contracting officers to award a task or delivery order to the respective NETCENTS prime contractor through the AFWay system. Please reference Attachment 3.

TASK ORDER (TOs) ISSUANCE

Task orders may be issued via AFWay, by e-mail, regular mail or facsimile using a DD Form 1155, Order for Supplies and Services, SF Form 1449, Solicitation/Contract/Order for Commercial Items or Government Purchase Card.

GOVERNMENT PURCHASE CARD (GPC) ORDERING

“GPC” Government credit card orders may be placed by the Government for purchases of supplies or services up to the card holders credit card purchase limit.

LEASE ORDERS

The Ordering / Contracting Officer is responsible for meeting the requirements for leasing set forth in FAR part 7.

IAW FAR 7.4, a decision document is required using the acquisition considerations listed in FAR 7.401(a), the minimum to be considered and (b), additional factors as appropriate. See FAR 7.4 <http://farsite.hill.af.mil/>

PLACING ORDERS

Orders are placed directly with the contractor IAW published ordering procedures (reference FAR 16.5, AFFARS 16.505, etc), and this ordering guide. Contracting Officers should indicate which CLIN structure the contractor should propose in response to requests, but must be IAW the CLIN structure of the basic NETCENTS contract. The NETCENTS contract provides a e-commerce capability through AFWay. Government Purchase Cards, DD Form - 1155 or SF - 1449 may be used for purchases. Please refer to Attachment 3.

If a customer does not have a contracting office, they may contact the PMO to request support in processing their purchase requests – there is a (one point six percent) 1.6% fee and it is based upon the total Government Estimate. The fee is to cover the costs of contracting support for orders issued by 754th ELSG:

HQ 754th ELSG/ES
NETCENTS PMO
490 East Moore Dr. Bldg 892
Maxwell AFB – Gunter Annex, AL 36114
DSN 596-5070, Option 1
Commercial 334-416-5070, Option 1

Note for Products: Reference paragraph 4.2 of the NETCENTS Performance Work Statement, and Part II Section I contract clauses, and regards to certification and accreditation guidance, there are two high-level security requirements that must be met for all new Information Assurance (IA) and IA-enabled products. The first is the Common Criteria and the other is Federal Information Processing Standard. All IA or IA-enabled IT hardware, firmware, and software components or products incorporated into DoD information systems must comply with the evaluation and validation requirements of National Security Telecommunications and Information Systems Security Policy (NSTISSP) Number 11. IA or IA-enabled products that employ cryptography must also comply with Federal Information Processing Standard (FIPS) 140-2 cryptographic module validation program. Additionally, all networked systems must meet Air Force Network Performance/Certificate of Networkiness (CON), and MAJCOM unique requirements, such as Certificates to operate.

Task Requirement Notice (TRN) (Services)

For each systems solution requirement, a TRN should be issued to the contractor to delineate the Government's requirements and standards. The Contractor shall use the information contained in this TRN to prepare a proposal for the government's evaluation for meeting the stated requirements and standards.

The following is a sample of the documentation that may be provided in the TRN. This list of documents is representative in that the listed documents will only be included as appropriate and additional ones may be added, customer's choice. However, security requirements must always be addressed IAW clause's H105, and H113, and paragraph 4.2 of the NETCENTS Performance Work Statement, found in Section I and J of the NETCENTS contract, respectively.

Technical Requirements Document,
Statement of Objectives (SOO),
Performance Work Statement (PWS),
CDRLs that will be used with this effort,
System Operational Concept,
Site Survey,
Data Requirements,
Facility/System Drawings,
System Specifications,
Security Requirements,
Sparing Requirements,
Training Requirements,
Maintenance Requirements,
DD Form 254, Security Classification Specification,
On-Site Government Quality Assurance Personnel (QAP) Information,
List of Materials/Products.

ALTERNATE PRODUCT SOLUTION

Products that are not available at the time of research, request or order, may be substituted with the approval of the issuing Contracting Officer and the original customer, provided they are considered within scope of the NETCENTS contract. Items requested and not found on contract vendor catalogs may be requested through alternate solutions and additions to catalogs.

SELECTION OF CONTRACTORS FOR ORDER AWARDS (DEC 2003)

The procedures for selecting Contractors for order awards under this contract are governed by FAR 16.505 and AFFARS 5352.216-9000.

(a) The Contracting Officer will provide each contract holder fair opportunity to be considered for each services order exceeding \$3,000 issued under this contract, except as provided in FAR 16.505(b)(2).

(b) Each solicitation will explain the selection criteria that the proposals will be graded against, and the order of importance of the criteria. Price will be a selection criterion for all orders. Other criteria on which a selection may be based include, but are not limited to:

- (1) Past Performance
- (2) Minimum Order Requirements
- (3) Management Approach
- (4) Technical Approach
- (5) Qualifications of Key Personnel

(c) Other considerations include:

(1) The Contracting Officer is not required to synopsise orders under this contract.

(2) No protest under FAR 33.1 is authorized in connection with the issuance or proposed issuance of an order under a Task Order contract except for a protest on the grounds that the order increases the scope, period or maximum value of the contract.

(3) The Contracting Officer is not required to request written proposals, conduct discussions, nor otherwise contact each contract holder before selecting an order awardee if the Contracting Officer has information available to ensure that each awardee is provided a fair opportunity to be considered for each order.

(4) Performance based work statements shall be used on all service task orders.

(5) The Contracting Officer for each order is responsible for closing out the contract action that they issue. Notification that a closeout of an order is complete must be provided to the Procuring Contracting Officer (the Basic Contract) via netcents@gunter.af.mil once closeout has been accomplished. The Contractor shall work in partnership with the Government to closeout orders as soon as possible after they are physically complete by using the "Quick Closeout" procedures described in FAR 42.708 as much as practical.

STANDARDS.

As Specified in individual task orders and / or consistent with IDIQ Contract Terms.

DELIVERY.

As Specified in individual task orders and/or consistent with IDIQ Contract terms.

PERIOD OF PERFORMANCE The period of performance for orders is governed by Fiscal Law and FAR regulations. The issuing Contracting Officer is responsible for ensuring the period of performance for each order is IAW all laws, regulations, and policies. All performance must be completed by 9 Sep 2014.

FPDS-NG (formerly known as DD350s)

A copy of the basic contract FPDS can be found at:
<http://public.gunter.af.mil/aq/netcents/1/documents.aspx>

1279 REPORTS

1279 reports are not required. IAW FAR DFARS 205.303(A)(i)(B) For indefinite delivery, time and material, labor hour, and similar contracts, report the initial award if the estimated face value, excluding unexercised options, is more than \$5 million. Do not report orders up to the estimated value, but after the estimated value is reached, report subsequent modifications and orders that have a face value of more than \$5 million. The total estimated face value was reported and therefore individual orders do not have to be reported.

SMALL BUSINESS COORDINATION FORM (DD Form 2579)

The small business coordination form must be accomplished for each order.

PERFORMANCE METRICS

Each Task Order issued under the NETCENTS contract should have provisions in place to monitor and report the NETCENTS contractor(s) performance. The NETCENTS Program Management Office will no longer be writing Contractor Performance Assessment Reports (CPARs) at the contract level, and reporting is the requiring agencies responsibility effective 23 October 2007. The NETCENTS PMO will monitor the contract to ensure agencies are reporting CPARs for their order(s) in accordance with the DoD CPAR Guide, dated June 2007. The threshold reporting requirements are identified in the DoD guide and is available at <https://cpars.navy.mil>, as is the DoD's central repository for writing and submitting the CPARs.

Site Surveillance Plan – A Site surveillance Plan documents how Task Orders will be monitored, how status reporting will be accomplished, what status reporting will be required, and how contractor performance evaluation will be accomplished. FAR Subpart 46.4, "Government Contract Quality Assurance" addresses the type and extent of Government contract quality assurance required for contracts at or below the simplified acquisition threshold. It will be the responsibility of the contracting officer issuing the order(s) against the NETCENTS contract to comply with the FAR surveillance requirements.

Surveillance Report – It should be noted that unsatisfactory performance should be addressed early on through the decentralized ordering CO or PCO in order for them to give the support contractor an opportunity to resolve any on-going issues. Some areas of interest for monitoring and reporting are given below, but surveillance should be tailored to the respective agency's Performance Work Statement (PWS) requirements.

Management Performance:

- Project Management and Administration
- Task Planning and Staffing
- Task Implementation and Management
- Compliance with Performance Standards and Metrics
- Communications
- Scheduling/Schedule Control
- Contract Reports

Technical Performance:

- Quality of the Work Performed
- Timeliness of Performance
- Use of Resources (Contractor and Government)
- Efficiency
- Ingenuity
- Thoroughness
- Compliance with Performance Metrics

Financial Performance:

- Cost Control
- Cost Performance
- Financial Reporting

Attachment 1: HQ 754th ELSG Product/Services Task Order Process (External Customer)

ORDERING PROCESS

All task orders under this contract will be placed using the procedures under FAR 16.505 – Ordering. Specific program requirements will be initiated by a Request For Proposal (RFP) for each task order. Each awardee under this multiple award contract will be given a fair opportunity to be considered for each task order award as specified under FAR 16.505(b), unless an exception as outlined in FAR 16.505(b)(2) or AFFARS 5352.216-9000 applies.

E-Commerce (AFWay)

The NETCENTS contract provides an e-commerce capability for all customers to use and order their products and services through AFWay (<https://www.afway.af.mil>). Please refer to Attachment 3.

PROPOSALS

Effective 1 May 2010, and with the exception of active solicitations on the NETCENTS Portal during the 1 May – 30 June transition period, all contractors will use AFWay for proposals/quotes. However, if AFWay is down, the requests can be mailed, faxed, e-mailed to the respective organization conducting the solicitation. Responding to the Request for Proposals/Quotes is optional for the contract holders. Please refer to attachment 3.

PROPOSAL PROCESS

The Contracting Officer will issue a proposal request to all prime contractors, unless a fair opportunity exception applies in which case the proposal request will be issued to just one

contractor. The proposal request will include a due date for proposal submission and either a SOW, SOO, or PWS, that will include a detailed description of the work to be accomplished, a listing of deliverables, a description of the evaluation criteria, and any additional data as appropriate. The proposal request will also include specific instructions for the submission of proposals and other information deemed appropriate.

Davis Bacon Act (DBA) and or Service Contract Act (SCA)-Contracting Officers should be aware that SCA and or DBA will apply depending on the agencies specific requirement, services or construction. Include appropriate clauses (FAR Part 22) and wage determinations (www.wdol.gov) in proposals and contracts when either of these labor laws is applicable to acquisition. Davis Bacon Act covered contracts require additional contract administration such as contractor submission of certified payrolls, payroll review and labor interviews to validate wages, classification and hours worked. If additional information is necessary, contact AF Labor Advisors.

Contractors should be allowed at least seven (7) calendar days to prepare and submit proposals. However, more or less time may be requested based on the individual requirement. The due date will be set forth in each proposal request. If unable to perform a requirement, contractors should submit a “no bid” reply in response to the proposal request. All “no bids” should include a brief statement as to why the vendor is unable to perform.

Technical Proposals – The proposal request will state whether an oral proposal is required in addition to, or instead of, written technical proposals. Technical proposal information will be streamlined, e.g. the Government anticipates written proposals consisting of ten (10) pages or less stating compliance or exception to requirements, risks, assumptions and conflict of interest issues. Proposals shall not merely restate SOW, SOO or PWS requirements. Both oral and written technical proposals should address the following, but may be tailored to individual requirements such as:

- Technical/Management Approach
- Key Personnel Assigned
- Quantities/Hours of Personnel by Labor Categories
- Other Direct Costs (ODCs) (materials and supplies, travel, training, etc.)
- Risks
- Period of Performance
- Government Furnished Equipment (GFE)/Government Furnished Information (GFI)
- Security (including clearance levels)
- Teaming Arrangements (including subcontracting)
- Other Pertinent Data deemed necessary

Other Relevant Information - This information shall always be in writing and shall address other relevant information as required by the contract or requested by the TO proposal request. The contractor shall assume all costs associated with preparation of proposals for task order awards under the fair opportunity process as an indirect charge. The Government will not reimburse awardees for fair opportunity proposals as a direct charge.

Task Order Issuance – Task orders may be issued by e-mail, regular mail or facsimile using a DD Form 1155, Order for Supplies and Services, SF Form 1449, Solicitation/Contract/Order for Commercial Items or a Government Purchase Card. TOs may also be issued as an unsigned

Electronic Task Order (ETO) via electronic commerce. It is anticipated that eventually all TO's will be issued as ETOs via electronic commerce. Initially, ETOs will be issued via electronic mail, and eventually via Electronic Commerce/Electronic Data Interchange/Extensible Markup Language (EC/EDI/XML).

Unauthorized Work – The contractor is not authorized at any time to commence task order performance prior to issuance of a signed TO or other written approval provided by the contracting Officer.

Government Purchase Card (GPC) Ordering Procedures - "GPC" Government credit card orders may be placed by the Government for purchases of supplies or services up to the card holders credit card purchase limit.

Other Direct Costs (ODC) – Products or services that are not currently available on the contract can be included in the solution as ODCs. ODCs shall be incidental to items on the contract and required for efficient compatible use of the basic contract supplies and services.

Alternate Product Solution – Products that are not available at the time of research, request or order, may be substituted with the approval of the Contracting Officer and the customer. Items requested and not found on contract vendor catalogs may be requested through alternate solutions and additions to catalogs.

EVALUATION

Evaluation, proposal procedures, and other information specific to particular requirements will be articulated in the individual task order RFPs. Past performance of earlier orders under the IDIQ contract may be considered prior to task order award. Price/Cost analysis should be performed at the task order level. A technical evaluation particular to the task will also be accomplished.

Task orders may be Firm Fixed Price, Labor Hour, or Cost type procurements. Incentives and option periods may be offered on task orders and will be addressed as CLINS identified on individual task orders. Option periods on task orders must be IAW the basic contract terms and conditions.

Attachment 2:

HQ 754th ELSG Product/Services Task Order Process (Internal Customer)

The following process and attachments identify what documentation is required for our customers to complete and submit in order to place a service task order on contract thru HQ 754th ELSG/ES. Included below with the service task order process are some sample documents to help assist our customers in providing the necessary documentation for their requirements packages. The asterisk items indicate documents that may or may not be required, depending on the customer's requirement. The points of contact for Services contracts are Mr. Avery Brown. He can be reached at 416-5633.

PHASE I - REQUIRED DOCUMENTATION TO START TASK ORDER PROCESS

(Before Request for Proposals)

- **JON:** A JON is required for ELSG/ES to direct charge hours to in support of task order requirements.
- **Requirement:** The actual requirement(s) you need accomplished by the contractor. These are identified through either a Statement of Objectives (SOO) or Performance Work Statement (PWS) with signed CDRLs if applicable. Your SOO/PWS should clearly state the performance objectives you want the contractor to achieve, not tell the contractor how to accomplish the actual work to achieve this performance.
- **CDRLs:** Any deliverable required from the contractor will be identified on a DD Form 1423-1, Contract Data Requirements List (CDRL) using the template below. Each deliverable will require a separate CDRL, unless the deliverables can be logically grouped together under one CDRL. An example of a logical groupings would be "Monthly Status Report", in which the contractor would be required to provide a deliverable at the end of each month that the task order is in effect. Each CDRL will reference the paragraph in the related SOO/PWS. Note: If additional CDRLs are required, separate the CDRLs with a "Page Break" in the Word Document.
- **IGCE:** Independent Government Cost Estimate along with Certification of Government Cost Estimate: This is an in-house actual cost estimate to show projected labor categories and hours associated with each labor category, **based on the nature of your requirement**. This estimate needs to include a signed letter certifying that the estimate was independently formed (no outside help from the contractor) and based strictly on the nature of the requirement.
- **Certified Funding Document (Form 9):** The most critical part of your requirement is to have a certified Form 9 showing funds have been administratively reserved in the amount of your IGCE. This is because by law AQ cannot award a contract without having the funding to pay for this contract. Issuing a contract without the money to pay for it violates the Anti-Deficiency Act (ADA). Also, when we officially request proposals in support of a task order and for some reason we do not receive the funding to pay for this effort and cannot make award, then we may be responsible for reimbursing all contractors who submitted proposals for all costs associated with generating those proposals. Therefore it is crucial to starting and accomplishing your Form

9 during this phase. If for some reason the contractor's proposal comes in higher or lower than your IGCE, you can always write a Funds Decrease or Increase letter to withdraw/add the excess or additional funds needed. If there are legitimate circumstances that prevent you from obtaining a certified Form 9 for your requirement, you need to contact the applicable Contracting Officer for your contract action immediately. In certain cases AQ may accept a planning Form 9 contingent on a certified AF Form 9 being received. This planning Form 9 must be certified by FM prior to submission to AQ so they are aware of all proposed contracting actions that are being worked. Some personnel may think that a planning Form 9 is only used at end of year for planning actions that start in a new FY. That is not the case. A planning Form 9 can and should be used throughout the year to accomplish any and all contracting actions in advance of receipt of funding. Once approved by the CO please check with your FM matrix personnel located in your organization for guidance and help in preparing this document. Once again if a planning Form 9 is being used it must be certified.

- **Manpower Approval:** Every time you want contractors to perform work instead of using military/civilian personnel assigned to 754th ELSG, you are required to fill out the below questionnaire and provide it to the Manpower office. This is because the manpower office, in coordination with 754th ELSG/EV, needs visibility on the type and amount of work we are using contractor support to accomplish here at 754TH ELSG. The Manpower office then sends back an e-mail stating whether your request has been approved. This e-mail is the formal document that shows AQ you have manpower approval for your requirement. Please remember, just because you have completed the survey doesn't necessarily mean your request has been approved.

- **QAP:** Quality Assurance Personnel Appointment Letter: Official letter from Functional Area Chief/Division Chief identifying to the Contracting Officer personnel within the program office that will be performing contract surveillance/QAP functions. Program managers should normally not be the QAP.

- ***Waiver:** A waiver must be obtained from the base commander if you plan on using a non-754th ELSG/754th ELSG contract vehicle to place your requirement. An example of this would be using GSA or Open Market procedures instead of the established 754th ELSG vehicles .

PHASE II - REQUIRED DOCUMENTATION TO COMPLETE TASK ORDER PROCESS

(After Proposals Received/before award of task order)

- **Technical Evaluation:** You are required to review the contractor's proposal and provide a technical evaluation to 754th ELSG/ES explaining and justifying how the contractor's proposed hours will meet your requirements. Your explanation should also tie back into the rationale and hours estimated through the Independent Government Cost Estimate (i.e. Is proposal more or less than the IGCE, if so why?)

- **Facilities Waiver:** Needed only if contractor will be performing on-site here at 754TH ELSG. Facilities Waiver must be coordinated and signed by 754TH ELSG/EV. Please start this process as early as possible; 754TH ELSG/EV's schedule gets booked up fast.

- **QASP:** Quality Assurance Surveillance Plan – due to AQ NLT 10 days after Task Order Award. This details how you intend to monitor and record the contractor's performance while they are working under your task order.

- **A&AS:** Certification Statement that the proposed work is or is not advisory and assistance services.

• ***DD 254:** A DD 254 is required whenever a contractor is going to have access to classified information. The responsibility for completing this form rests with the program manager. However, the program office must also coordinate this form with both Security offices at 754TH ELSG and Maxwell AFB. The points of contact for 754TH ELSG and Maxwell are Ms. Fay Hardy and Ms. Betty Barton respectively. For instructions on how to complete this form correctly you can access the AETC security handbook (AFI 31-60) and DD 254 instructions online at https://www.aetc.af.mil/sf/SFI1_files/SFIpage.htm.

Attachment 3: NETCENTS PORTAL TASK/Product ORDER PROCESS

NETCENTS Portal Transition to AFWay Legacy Announcement

As we begin to ramp up for NETCENTS II contracts and smooth the transition to a more robust AFWay II i-Procurement system implementation end of FY10, for conducting solicitations, effective 1 May 2010, NETCENTS solicitations must be submitted using the current AFWay Legacy system (<https://www.afway.af.mil>).

Users will have limited functionality via NETCENTS Portal for active solicitations with close-out dates from 1 May – 30 Jun 2010, after which all functionality will be lost. Meanwhile, “New” NETCENTS Request for Quotes/Proposals must be submitted using the AFWay Legacy system effective 1 May 2010. Transitioning to AFWay Legacy now negates disruption of NETCENTS Portal non-availability during peak end of year ordering season and affords a more streamlined transition to AFWay II i-Procure system, anticipated sometime after end of FY10.

For questions related to NETCENTS Portal, please continue to direct them to NETCENTS Customer Support, DSN 596-5070, Option 1, Comm: (334) 416-5070, Option 1, or netcents@gunter.af.mil. For AFWay Legacy support, please contact AFWay helpdesk (Field Assistance Service) at (DSN) 596-5771 option 1, 5, 5 Comm: 334-416-5771 option 1, 5, 5, or afway.pmo@gunter.af.mil.

Login to AFWay

1. To login to AFWay, enter the User Name (E-mail address) established during registration and Password that was sent via e-mail, and click on the *Login* button. (**NOTE:** If an incorrect User Name or Password is entered 3 times, the account will be locked. At this point, contact the Field Assistance Service (FAS) and a new password will be automatically generated and sent via e-mail. After a successful login to the system, you will be required to change the password.)

Figure 1. – User Login Page

2. If the password has been forgotten, select the *Forgot Password?* link. This screen will be displayed:

Figure 2. – Forgotten Password

- 2.1 Enter User Name (E-mail address) and click on the *Email My Password* button.
- 2.2 A temporary password will be mailed to the E-mail address provided during registration. (If a mistyped or invalid E-mail address is entered during registration, the e-mail will be undeliverable). After a successful login to the system, you will be required to change the password.

3. If the User Name is forgotten, please contact the FAS Team 5 at DSN 596-5771 for assistance.

Verify Account Information

1. On the User Profile page, click on the option to View/Edit Your Account Information



Figure 3.- User Profile

2. Verify that you are registered as a Customer, and that your agency is correct.
 - a. For DOD-Air Force Agency customers, verify your MAJCOM, Base, DRA and ECAN are correct.
 - b. For NETCENTS only users on AFWAY who wish to expedite the workflow, make sure your ECAN is "CCNC."
 - c. Non-Air Force customers only need to verify their agency is listed correctly.
3. If any changes are made, click on the Update User Information button at the bottom of the page. Then select the User Profile option from the left blue pane.

File Edit View Favorites Tools Help

AFWay

Contact Us Events News FAQ

AFWay

HOME PAGE
Log Out
User Profile

QUESTIONNAIRE
Let Us Hear from You

ORDERING TOOLS
PRODUCTS
Order Search
NETCENTS Portal

HELP
AFWay Help
AFWay CBT
AFWay User's Manual

RESOURCES
Mandatory Use Policies
IT Commodity Council
DoD Software Agreements (ESI)
Microsoft License Agreement
QEB Documents
DPI Lease Guidelines
DPI TCO Calculator
MAJCOM Policies
FEDBizOps

VENDOR RESOURCES
Vendor Guide
Non-Contract Vendor Passwords
Vendor Surcharge
Virtual Small Business Center

IT REFERENCES
(.gov/.mil only)
Contracts
Cellular Information
Hardware Information
Software Information

View/Edit Account Information [View/Edit Account Information Help](#)

Warning: Air Force Users who change their MAJCOM, DRA, or ECAN will lose their permission to purchase. Also, Air Force Users who change their Agency to something other than 'Dept. of Defense - Air Force' will lose all of their Air Force roles they currently hold on AFWay. Non-Contract Vendors who change their Authorization will lose all of their Vendor Information.

* Authorization
☒ Customer
☐ Contractor
☐ Vendor (Contract)
☐ Vendor (Non-Contract)

Rank SSGT

* First Name JOHN

Middle Name

* Last Name SMITH

* Email john.smith@base.af.mil

FPO/APO Address ☐

* Address 1 123 MAIN STREET

Address 2

* City BASE

* State ALABAMA (AL)

* Zip 36114

* Country UNITED STATES

* Comm Phone 555-555-1000

Comm Fax

DSN Phone

DSN Fax

* Agency DEPT. OF DEFENSE-- AIR FORCE

* MAJCOM AFMC

* Base MAFB Gunter Annex

* DRA 5853 [Help finding your DRA](#)

* ECAN ES02 [Help finding your ECAN](#)

CCNC for NETCENTS only buying

Figure 4. – Account Information

Permission To Purchase

1. DOD-Air Force Customers “NETCENTS buying only”, set your ECAN to “CCNC”.
2. DOD-Air Force Customers – To obtain permission to purchase, contact your Equipment Custodian. The EC will need to add you to their EC Workgroup.
3. Non-Air Force Customers – To obtain permission to purchase, send an e-mail to afway.pmo@gunter.af.mil. The AFWay Program Office can grant permission to purchase for active duty and federal employees.

Submit Request For Quote Process

Use the Request for Quote Process on AFWay to submit an RFQ/RFI/RFP.

1. The RFQ process begins by going to the **User Profile** and clicking on the *Submit a Request For Quote* link within the My Account tab.
 - a. **NOTE:** If an error occurs stating that you do not have permission to purchase, follow the instructions listed in the previous section.

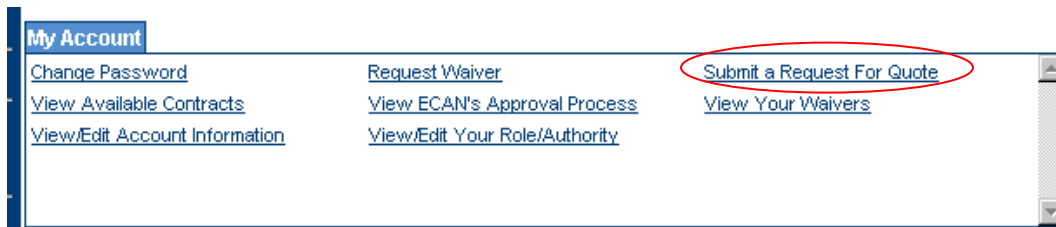


Figure 5. - RFQ Link

2. The RFQ page is used to input all information that is required to submit a RFQ to the approval process.

Figure 6. - RFQ Page – Required Information

- 2.1 **RFQ Name** - Enter a unique RFQ name
 - 2.1.1 **NOTE:** The word “NETCENTS” should be at the beginning of all NETCENTS RFQ Names. (example: NETCENTS RFQ For Gunter Services)
- 2.2 **AFWay Vendors** – Select either one NETCENTS vendor or all eight NETCENTS vendors
 - 2.2.1 To select one NETCENTS vendor, scroll down the list of AFWay Vendors until you find the company and contract needed and click on it to select.
 - 2.2.2 To select all NETCENTS vendors, click on the drop down list by the Categories field. Select “NETCENTS” and all eight NETCENTS vendors will be selected automatically.
- 2.3 **Non-Contract Vendors** – DO NOT select any vendors under the Non-Contract Vendor list.
- 2.4 **Rationale** – Enter an explanation if only one vendor is selected.
- 2.5 **Description** – Enter a full description of the item needed.

- 2.6 **Attachments** – Attach any related documents (specifications, SOO, PWS, etc). First, enter the quantity of attachments. Then select Browse to attach the document(s). The RFQ page allows up to 5 attachments that in total are less than 6MB in size.
- 2.7 **Desired Delivery Date** – Select a desired delivery date that is later than the current date. This date will also be the RFQ expiration date.
- 2.8 **Quantity Requested** – Enter the exact quantity of the item needed.
- 2.9 **Anticipated Price** – Enter an approximate price. This price will NOT be seen by the vendors.
- 2.10 Click on the **Submit RFQ** button to create the RFQ.

Figure 7. - RFQ Page – Submit RFQ

3. The RFQ Successfully Added Page opens with an RFQ ID number.

Request For Quote

[RFQ Help](#)

Request For Quote (RFQ ID 74) Successfully Added.

[Close Window](#) [Return to User Profile](#)

Figure 6. - RFQ Successfully Added Page

4. Go to the RFQ Tab on the **User Profile** page to check the status of any RFQ that has been submitted. This tab will also show any RFQ's pending the approval of the current user, pending the approval of others in the ECAN Approval Process, and RFQ's that have been submitted to the vendors. Click on the RFQ ID number to open the RFQ.



Figure 8. - RFQ Tab

RFQ Approval Process

Once an RFQ is created and submitted by a DOD-Air Force customer, it will have to go through the Approval Process for their DRA and ECAN. At each step, an e-mail notification is sent to the approver and the originator.

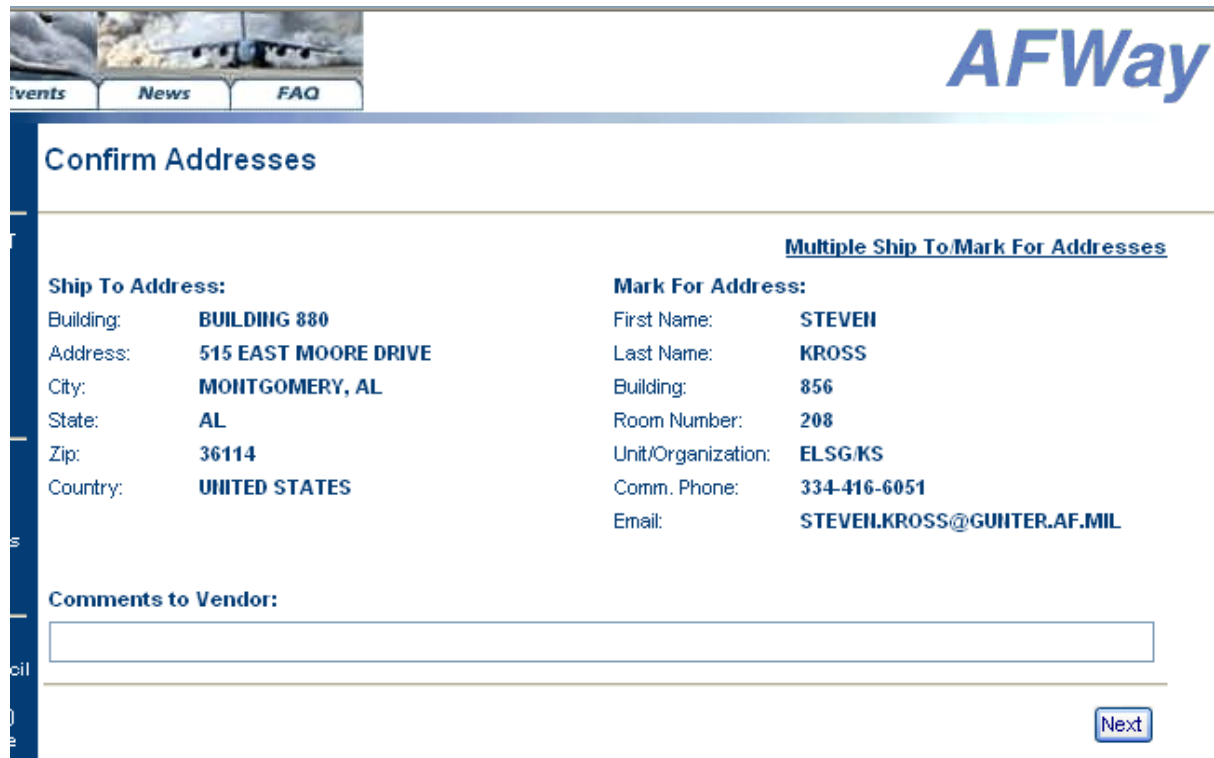
NOTE: RFQ's created and submitted by Non-Air Force customers will go directly to the vendors for responses.

1. The RFQ will go through the following steps in the Approval Process:
 - i. Equipment Custodian (The EC will need to approve without review)
 - ii. Base Review
 - iii. Base Equipment Control Officer (The BECO will need to approve without review)
 - iv. Approval Official (The AO will need to choose to send the RFQ to the Resource Advisor)
 - v. Resource Advisor (The RA will need to choose to send the RFQ to the Contracting Officer)
 - vi. Contracting Officer (The CO will need to enter a Vendor Response Due Date and approve to submit the RFQ to vendors.)
2. Once the RFQ is approved by everyone in the approval process, it is then submitted to the vendor. The vendor receives an e-mail notification of the new RFQ awaiting their action. Any e-mail collaboration will need to be done using regular e-mail outside of AFWay and BEFORE the solution is submitted. Once the vendor submits a solution it cannot be re-done.
3. When the vendor responds with a solution or chooses to decline, an e-mail notification is sent to the originating customer.
4. The originating customer can view a vendor response to an RFQ:
 - a. From the User Profile, click on the Request for Quotes tab.
 - b. Click on the RFQ ID number to open the RFQ page.
 - c. Scroll down to view the status for each vendor. Click on the plus sign next to the vendor to expand and view their response.

Order Process

Once a vendor is awarded the contract for the RFQ, it can be used to create an order on AFWay.

1. To create an order from an RFQ, the originating customer can go to the User Profile and click on the Request For Quote tab.
2. Then click on the appropriate RFQ ID number to open the RFQ.
3. The next step is to click on the plus sign next to the winning vendor to open their solution.
4. Select the Add to Cart button on the right side of the solution.
5. The shopping cart will appear with the solution. The quantity can be edited if needed. If the quantity is changed, click on the Update Price button.
6. When ready to create the order, click on the Checkout button.
7. The shopping cart will close and AFWay will go back to the main window to confirm the ship to and mark for addresses.
8. Enter any comments to the vendor. If the addresses and comments are correct, click on the Next button. (There is also an option for entering multiple addresses, see the AFWay User Manual for instructions.)



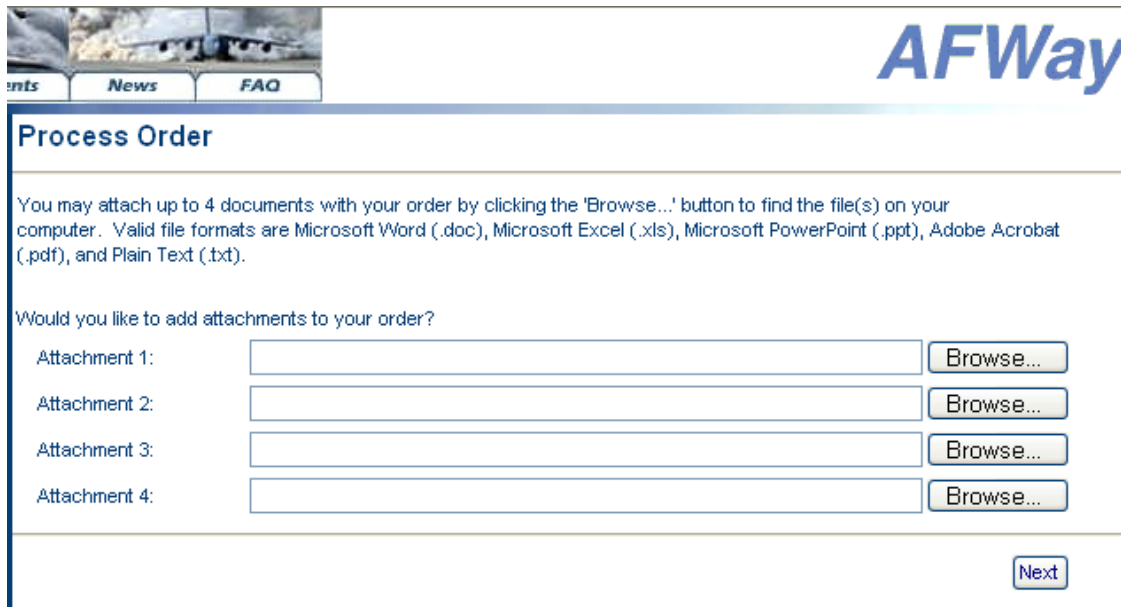
Ship To Address:		Mark For Address:	
Building:	BUILDING 880	First Name:	STEVEN
Address:	515 EAST MOORE DRIVE	Last Name:	KROSS
City:	MONTGOMERY, AL	Building:	856
State:	AL	Room Number:	208
Zip:	36114	Unit/Organization:	ELSG/KS
Country:	UNITED STATES	Comm. Phone:	334-416-6051
		Email:	STEVEN.KROSS@GUNTER.AF.MIL

Comments to Vendor:

Next

Figure 9. – Confirm Addresses Page

9. The Process Order page will appear. Attach any documents applicable to the order and/or select the Next button.



AFWay

Process Order

You may attach up to 4 documents with your order by clicking the 'Browse...' button to find the file(s) on your computer. Valid file formats are Microsoft Word (.doc), Microsoft Excel (.xls), Microsoft PowerPoint (.ppt), Adobe Acrobat (.pdf), and Plain Text (.txt).

Would you like to add attachments to your order?

Attachment 1:

Attachment 2:

Attachment 3:

Attachment 4:

Figure 10. –Process Order Page

10. AFWay will assign an Order and Tracking number to the order. The order and status can be found on the User Profile page under the Order tab.
11. Non-Air Force customers will enter their funding information and submit the order directly to the vendor.
12. For DOD-Air Force customers, the order will be routed directly to the Contracting Officer. The CO will receive an e-mail notification to logon to AFWay and approve the order.
13. The CO will logon to AFWay which will take them to the User Profile page.
 - a. The CO will then click on the Tracking number under their Orders tab to open the order.
 - b. At the bottom of the order page, they will select the Approve button and Submit.
 - c. The CO will then enter the Delivery Order information and load any attachments and Submit. This page allows up to 5 attachments that in total are less than 6MB in size.
 - d. The CO will utilize their contract writing system to create order.
14. Once the CO approves the order, it will be sent to the winning vendor to process. The vendor will receive an e-mail notification that the order is awaiting them in AFWay.